

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, September 25, 2003
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Room

I. Roll Chair Garcia called the meeting to order at 7:06 p.m.

Commissioners/Alternates Present: Arthur, Chahal, Garcia, Iringan, Mateo, Swiger
Commissioners/Alternates Absent: Downey, Grilli, Lind
City Council Liaison Present: Bob Livengood
MUSD Liaison Absent: Mike Mendizabal

II. Alternates Alternate Mateo was seated.

III. Pledge Chair Garcia led the Commission in the Pledge of Allegiance.

IV. Minutes MOTION to approve the Minutes of August 28, 2003

M/S: Chahal/Iringan Ayes: Arthur, Chahal, Garcia, Iringan, Swiger Abstain: Mateo

V. Agenda MOTION to approve the September 25, 2003 agenda.

M/S: Iringan/Chahal Ayes: All

VI. Announcements/Correspondence

Chair Garcia introduced and welcomed newly appointed second alternate Roselda Mateo.

Staff announced that commissioners Iringan and Chahal were reappointed with their terms effective through September 2006. Staff provided these information items: 1) Request for volunteers at Walk-to-School event on 10/08/03; 2) Sister Cities International misdirected letter and confusion with titles; 3) SCC's 10/01/03 special session is officially posted and the agenda is included in this meeting's agenda packet, and; 4) updated Directory of Officials. Brief review followed to correct contact information.

As a follow-up item, staff noted that a sister city interest form from Urdaneta City, Philippines was not received prior to this meeting.

VII. Citizen's Forum

None.

VIII. Old Business

1. RECOMMENDATION OF SISTER CITIES RELATIONSHIP: HUIZHOU CITY, CHINA

Staff noted that Mr. Francis Chien emailed to say he was traveling and unable to attend. As a representative of Huizhou City, he conveyed Acting Mayor Yebin's acceptance of the draft MOU included in the agenda packet.

Motion to amend the recommendation of a sister city relationship with Huizhou City to include a two-year duration and the final draft MOU.

M/S: Iringan/Chahal Ayes: All

Discussion followed regarding scheduling possible Council agenda dates. Chair Garcia directed staff to check with Huizhou representatives for desired dates and update commissioners accordingly.

2. DAGUPAN RELATIONSHIP: SCC POINT OF CONTACT & ADDITIONAL INFORMATION

Commissioner Iringan presented an official letter from Dagupan Mayor Lim to the Council and commission members. Mr. Romy Manuel stated that itinerary details for Dec. 18 – 23 would be added; basic dates are to leave on 16th; arrive Manila on 18th. Staff noted that the letter is available for distribution to Council. Mr. Manuel will provide a final itinerary to Commissioner Iringan and staff early next week for forwarding to council. He reviewed the activities, including accommodation arrangements. Confirmation is required by Oct. 31 to confirm that groups may stay in the same lodgings. Staff to provide cover memo re: contact Willie & confirm by 10/31 so Milpitas group may stay in same lodgings.

Discussion followed about weather conditions, accommodations, and water supply quality. Mayor Esteves will join the Milpitas delegation; commissioner Arthur has expressed interest. Commissioner Iringan is researching a gift with MUSD Liaison Mendizabal for Mayor Esteves to present. It will most likely be a photographic montage showing old and new Milpitas landscapes. He has found a sponsor for this gift.

3. STATUS REPORT: ONE-YEAR EXTENSION, MILPITAS/TSUKUBA, AUG. 2003 – AUG. 2004

Chair Garcia reviewed community support to host delegates on Wed., 10/01/03, including travel from San Francisco Airport. Staff stated that Mayor Esteves' comments were submitted. Chair Garcia noted that she would read comments at the meeting if Mayor Esteves were unable to attend. Vice Chair Echo provided the following names and titles:

Mr. Harehiko Nomura, Vice President, Tsukuba International Relations Committee
Mr. Tokio Ohoka, Director, Tsukuba International Relations Committee
Mr. Hisashi Aizawa, Director, Tsukuba International Relations Committee
Ms. Mayo Fuura, Director, Tsukuba International Relations Committee
Ms. Nami Iitsuka, Staff Member, Tsukuba International Relations Division

Commissioner Swiger requested that staff email the list of delegates' names and titles to commission members.

Vice Chair Arthur inquired about a welcoming gift when delegates arrive at Milpitas City Hall. Staff replied she would make available the gift bags from the Grand Opening Ceremony. Discussion followed

regarding tour details, including: running Tsukuba's videos on the plasma screens in the rotunda; conducting a tour of City Hall during the day instead of a 6 p.m., and; which commissioners would be present for the Wed., 10/01/03 special meeting, as a quorum would be required to take any action. Staff offered to call commissioners on Mon., 9/29/03 to confirm a quorum would be present.

Vice Chair Arthur reported the following planning for the Milpitas-to-Tsukuba visit in June 2004: cost set at \$762/person, tax included; delegation would leave June 12, return June 20; full payment required by the end of March; publicity needs to start in Dec., with placement in middle school newsletters, and City web site posting, public service announcements on City media.

Swiger: Requested ability to achieve a one-ticket discount 'fund' to help sponsor the picnic when Tsukuba visits Milpitas. Discussion followed regarding the merits of this approach. Arthur will ask the travel agency if this is possible and expressed concern about having a travel agency to 'hold' funds.

Iringan: Noted that a free ticket cannot be resold.

Garcia: Noted that funds may be requested from Council. And, it is possible to can get pricing from other agencies.

Arthur: Stated she has researched the least-cost travel agency, but will follow-up with agency that quoted.

Swiger: Stated that the commission needs a sponsor for Tsukuba trips.

Garcia: Replied that she spend months approaching business sponsors and found low to no contributions.

Swiger: Observed that travel from airport to Milpitas and airport to Tsukuba needs to be priced into the cost of the trip. Discussion followed regarding ways to pay cost of transportations to and from airports.

Iringan: Suggested review Swiger's idea off-line before beginning further research.

Garcia: Reviewed the airport travel request from Tsukuba in 2002. Noted her preference to adjust billing between the June and August trips to pay for the airport travel when Tsukuba visits Milpitas.

Commission decided to refer matter to a subcommittee to be named at the October meeting

Swiger: Stated that visits from Dagupan and Tsukuba offer good opportunities for publicity to the Milpitas community. He asked if the City maintained a public information office to support such activities. Staff responded that there is no such office, however she is assigned to assist the commission with this activity.

IX. CITY COUNCIL LIAISON REPORT

Council member Livengood stated he is looking forward to the Dagupan visit in 2004 and regretted that other obligations will keep him from attending the Milpitas delegation.

IX. FUTURE AGENDA ITEMS

Staff requested the following for upcoming meetings:

- Reschedule Thurs., Nov. 27 mtg. to Thurs., Nov. 20 due to Thanksgiving Holiday & cancel Thurs., Dec 25 due to Christmas Holiday and reconvene on January 22, 2004.
- Direct staff to format draft 2004 work plan for review and comment at the Oct. 23 mtg.
- Place elections for the Chair and Vice Chair positions on the January 22, 2004 agenda.

Sister City Relationships/Cultural Exchanges and Other Business:

1. Tsukuba Relationship & Cultural Exchanges (October)
2. Dagupan Relationship & Cultural Exchanges (October)
3. Recommended Sister Cities Relationship: Huizhou, China (October)

Discussion followed regarding titles to describe standing relationships, as noted above. By consensus, the commission approved the staff requests and sister city relationship discussions for the October agenda.

XII. Adjournment

No further business was discussed with the meeting adjourned at 8:30 p.m. until the next regularly scheduled meeting, Thursday, October 23, 2003.

M/S: Swiger/Chahal Ayes: All

Respectfully Submitted,

Leslie Stobbe
Staff Liaison

Holly Cuciz
Recording Secretary